

UNITED STATES MARINE CORPS  
Marine Corps Air Facility  
2100 Rowell Road  
Quantico, Virginia 22134-5063

AFO 4431.1D  
AF 144  
1 Dec 92

AIR FACILITY ORDER 4431.1D

From: Commanding Officer  
To: Distribution List

Subj: COLLECTIONS FROM INDIVIDUALS TO REIMBURSE THE GOVERNMENT  
FOR ITEMS OF PROPERTY LOST, DAMAGED, OR DESTROYED

Ref: (a) UM 4400-15

Encl: (1 Report of Lost, Damaged, or Destroyed Government  
Property  
Acknowledgment of Rights

1. Purpose. To publish the policy and procedures for affording personnel the opportunity to reimburse the Government for public property lost, damaged, or destroyed.

2. Cancellation. AFO 4431.1C.

3. Information

a. When an individual consents to reimburse the Government for public property lost, damaged or destroyed, the transaction will be handled either as a cash sale or direct pay deduction (pay checkage). Pay checkage will not be used if the transaction can be accomplished by means of a cash sale.

b. Before the signature is obtained from the individual acknowledging responsibility for the loss, or damage or destruction of Government property, the individual shall be counseled by a disinterested, impartial officer not in the chain of command. Individuals need not make any statement of responsibility prior to being counseled, and the Marine Corps Property Officer will not solicit any admission of responsibility from the individual concerned.

4. Responsibilities

a. Commanding Officer, Marine Corps Air Facility. The Commanding Officer is responsible for all public property of the Command and for coordinating cash sales

b. NCOIC, Marine Corps Property. The NCOIC of Marine Corps Property is responsible for preparing all necessary sale documents for the property under his/her cognizance, in accordance with the reference and any other applicable directives.

c. Department/Section Heads. Department/Section Heads are responsible for ensuring that all personnel checking out of this Facility have cleared the Marine Corps Property Office and the Air Facility Armory. Clearance will be indicated by both stamp and signature.

d. Individuals. Individuals who may have lost, damaged, or destroyed Government property are responsible for immediately reporting to the NCOIC of Marine Corps Property so that investigative and/or administrative action may be instituted.

## 5. Action

a. Individuals. When it has been discovered that Government property has been lost, damaged, or destroyed, the individual last having custody or knowledge of said property will:

(1) immediately report to the NCOIC of Marine Corps Property

(2) prepare a disposition action form as outlined in enclosure (1) for lost, damaged, or destroyed government property under their cognizance (e.g., office equipment, 782 gear, etc.).

(3) report to a Judge Advocate or a disinterested, impartial officer, not in his/her chain of command, with counseling forms prepared by Marine Corps Property.

(4) return to the NCOIC, Marine Corps Property after counseling.

b. NCOIC, Marine Corps Property. The NCOIC of Marine Corps Property will:

(1) request a statement, in writing, from the individual. If the individual is known to have had custody of the property, a NAVMC 6 will be prepared listing the items alleged to be lost, damaged, or destroyed and their dollar value. The format for the individual's statement is contained in enclosure (1).

(2) prepare a counseling request form, the format for which is contained in enclosure (2), and attach the individual's unsigned statement or unsigned NAVMC 6.

(3) arrange for an available officer or Judge Advocate to counsel the individual. A Judge Advocate is available from 0800 to 1630 daily at building 3250.

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(4) complete all necessary supply action required to carry out the Commanding Officer's instructions.

c. Department/Section Head. The Department/Section Head of the individual involved may recommend action or present additional facts for consideration by the Commanding Officer, Marine Corps Air Facility (MCAF).

d. Commanding Officer, MCAF. In the case of loss, damage or destruction to public property through causes other than wear incident to normal service, the Commanding Officer will:

(1) determine whether personnel (either military or civilian) having responsibility for public property will be held liable or will be excused.

(2) direct the NCOIC of Marine Corps Property to drop the property from the records, proceed with a voluntary reimbursement sale, and/or take any further action he/she deems appropriate. Upon completion of final supply action the individual will be relieved of any responsibility for loss, damage, or destruction of government property, or referred to competent authority for any other action that may be appropriate.

  
L. L. LARSON

DISTRIBUTION: A

**REPORT OF LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY**

From: \_\_\_\_\_  
(Name) (Rank) (SSN) (Unit)  
To: Commanding Officer, Marine Corps Air Facility  
Via: (1) NCOIC, \_\_\_\_\_  
(2) OIC, \_\_\_\_\_

Subj: REPORT OF LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY

Encl: (1) Acknowledgement of Right

1. Information. An original and two copies of the subject report are to be submitted via the chain of command.

2. The following statement and item(s) of government property which are presently on charge to me hereby reported as lost/damaged destroyed (circle one):

QTY	INIT	INDIVIDUAL EQUIPMENT	INIT	ITEM	QTY	INIT	ITEM
		ALICE PACK		INTRENCHING TOOL W/CARRIER			
		ALICE PACK FRAME		KNIFE, FORK, SPOON, FIELD MESS			
		BAG, WATERPROOF CLOTHING		LIN. TENT, COTTON			
		BELT, CARTRIDGE OR PISTOL		COAT, MAN'S, FIELD			
		BLANKET, BED		PONCHO			
		CANTEEN		STEEL			
		CASE, FIRST AID, W/PACKET		MATTRESS, COTTON			GARRISON EQUIPMENT
		COAT, MAN'S, FIELD		PARKA, WET WEATHER			BUNK, STEEL
		COVER, CANTEEN		PIN, TENT, SHAL			COVER, MATTRESS COTTON
		COVER, HELMET, CAMOUFLAGE		POCKET, AMMUNITION			HOLDER, ID CARD, BUNK
		CUP, CANTEEN		POCKET, AMMUNITION, M			LOCKER, STEEL
		DRAWERS, COLD WEATHER, PR.		POLE, TENT, SHELTERHALF			MATTRESS, COTTON
		GAS MASK W/CARRIER		PONCHO			YELLOW, BED
		GAS MASK HOOD		SLEEPING BAG, MOUNTAIN, W/CASE			CASE
		HAT AND MOSQUITO NET		SUSPENDERS, BELT, MCP, PR.			SHELL, BED
		HELMET, STEEL		TENT, SHELTERHALF			BUNK, LOCKER, PLYWOOD, W/TRAY
		HOLSTER, PISTOL, CAL. 45		TROUSERS, WET WEATHER, PR.			
		HOLSTER, REVOLVER, CAL. 38		UNDERSHIRT, COLD WEATHER			

**STATEMENT:**

3. General. Acceptance of responsibility for lost/damaged/destroyed/ Government Property and voluntary offer to reimburse the Government for such - lost/damaged/destroyed Government property does not relieve an individual from the consequence of wrongful acts. If reimbursement should be full value to its previous condition. A voluntary reimbursement for lost/damaged/destroyed Government property will be considered as a free act for personal reasons and will not imply admission of fault of negligence for any purpose.

4. I do/do not accept responsibility for the items listed herein.  
I do/do not desire to reimburse the government for articles listed

\_\_\_\_\_  
(Signature of Individual)

ENCLOSURE (1)

FIRST ENDORSEMENT

From: NCOIC, \_\_\_\_\_  
Via: OIC, \_\_\_\_\_

Forwarded

2. I have conducted an informal inquiry into the circumstances surrounding the lost/damaged/destruction of the subject property and in my opinion there is/there is not any negligence or culpability involved.

\_\_\_\_\_  
(Signature)

SECOND ENDORSEMENT

From: OIC, \_\_\_\_\_  
To: Commanding Officer, Marine Corps Air Facility

Forwarded.

2. I have conducted an informal inquiry into the circumstances surrounding the lost/damaged/destruction of the subject property and in my opinion there is/there is not any negligence or culpability involved.

\_\_\_\_\_  
(Signature)

THIRD ENDORSEMENT

From: Commanding Officer, Marine Corps Air Facility  
To: Marine Corps Personnel, NCOIC, Marine Corps Air Facility

1. Forwarded. Take action as indicated below

Effect a voluntary cash/checkage sale for the monetary value of the items listed. SNM report to supply for appropriate action.

Effect a voluntary cash/checkage sale for the monetary value of the items listed (if offered). SNM report to supply for appropriate action. Negligence/culpability is suspected. Refer for appropriate disciplinary action.

Not fault or negligence involved Expend from property records

2. In the interest of economy, the checkage sale procedure should not be used if the transaction can be accomplished by means of a cash sale.

\_\_\_\_\_  
(Signature)

Supply Officer's Action

( ) Dropped from Records

( ) Investigation Requested

( ) Cash/Checkage Sale Accomplished

ENCLOSURE (1)

\_\_\_\_\_  
(Signature)

ACKNOWLEDGEMENT OF RIGHTS

1. A voluntary reimbursement for loss, damage, or destruction of government property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose. No threat of disciplinary action or offer to withhold such action shall be made to an individual to influence his/her decision whether to accept responsibility for loss, damage, or destruction of government property and to voluntarily reimburse the Government. If reimbursement is offered in case of loss, damage, or destruction, such reimbursement should be for the full value of the property or, if applicable, the cost of restoring the property to its previous condition. There is no legal administrative process whereby an individual may be required to reimburse the Government for loss, damage, or destruction does not relieve an individual from the consequences or wrongful acts.

2. In addition you are afforded the opportunity to consult with a Judge Advocate concerning the reimbursement, if a Judge Advocate is reasonably available in the immediate geographical area. In the event a Judge Advocate is not so available, or in any case in which the individual waives, in writing, his/her right to consult with a Judge Advocate, a written statement or such nonavailability, or the written waiver, will be attached to the relevant investigative report; and a copy will be attached to the voluntary consent for reimbursement.

3. I do/do not desire to reimburse the Government for the subject property.

4. I do/do not desire to consult with a Judge Advocate.

5. I understand the rights afforded me as indicated in paragraphs 1 and 2 above.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Signature of Commissioned Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ENCLOSURE (2)